



User's Guide to the Alaska Department of Natural Resources,  
Division of Mining, Land & Water  
Alaska Hydrologic Survey (AHS)  
Alaska Water Use Data System (AKWUDS)

Welcome to the Alaska Water Use Data System (AKWUDS) for online reporting and archival of water use data!

This user's guide is divided into three components: 1) instructions to set-up an account on myAlaska, 2) instructions for online reporting of water use data and 3) instructions for downloading data.

# **Component 1:**

**instructions for setting up an account  
on myAlaska (*for security purposes a  
valid myAlaska account is needed to  
submit water use data*)**

To submit water use data on AKWUDS, one must first set-up an account on myAlaska. To do so, start by clicking on the “Click Here to Login using My Alaska” button (red arrow shown below)

The screenshot shows the homepage of the Alaska Water Use Data System (AKWUDS). At the top, there is a navigation bar with links for [myAlaska](#), [My Government](#), [Resident](#), [Business in Alaska](#), [Visiting Alaska](#), and [State Employees](#). Below this is the header for the **Alaska Department of Natural Resources**, featuring the state seal and a search bar. The breadcrumb trail indicates the path: [SOA](#) / [DNR](#) / [Mining, Land, and Water](#) / [AKWUDS Home](#). The main heading is **Alaska Water Use Data System (AKWUDS)**. A welcome message states: "Welcome to the Alaska Water Use Data System! Alaska Statute 41.08.017 directs the Alaska Hydrologic Survey (AHS) to the systematic collection, recording, evaluation and distribution of data on the quantity, location, and quality of water in the subsurface, surface, and along the coasts. AKWUDS allows water right/authorization holders to submit monthly water use data online and to download data entered into AKWUDS. Please contact the AHS via phone at (907) 269-8646 or via email at [dnr.water.reports@alaska.gov](mailto:dnr.water.reports@alaska.gov) should you have questions." Below this, there are three buttons: "Click Here to Enter the AKWUDS Administration Page", "Click Here to Login using My Alaska" (highlighted with a red arrow), and "Download the AKWUDS data" with a download icon. A disclaimer at the bottom states: "Disclaimer: This page is provided as a public service by the Alaska Division of Mining, Land and Water. The Division makes NO representation regarding completeness or accuracy of the data in the database or data extraction procedures provided. Data are provisional. The user assumes total responsibility for verification." The footer contains links for [User Guide](#), [Privacy](#), [Copyright](#), [System Status](#), and [Webmaster](#), along with contact information for the Department of Natural Resources: 550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557; Phone: 907-269-8400; Fax: 907-269-8901; TTY: 907-269-8411. The bottom navigation bar repeats the top navigation links and includes "State of Alaska || ©2015 || [Webmaster](#)".

The window shown below will appear, click on the “New User: Register for a myAlaska Account” (red arrow) or if you already have a myAlaska account proceed to Login using your Username and Password

The screenshot shows the myAlaska website interface. At the top, there is a yellow navigation bar with the 'State of Alaska' logo and links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is a dark blue header with the 'myAlaska' logo and a navigation menu with 'HOME', 'SERVICES', 'MYPROFILE', 'MYDOCUMENTS', and 'HELP'. The main content area features a 'myAlaska Login' box with 'Username:' and 'Password:' input fields and a 'Sign-In' button. Below the login box are links for 'Forgot my Username', 'Forgot my Password', and 'New User: Register for a myAlaska Account'. A large red arrow points to the 'New User' link. The footer contains links for 'Help', 'Privacy Policy', 'User Agreement', and 'Browser Compatibility', along with contact information for the Department of Administration Enterprise Technology Services (ETS), including an email address and phone numbers for Anchorage, Fairbanks, and Juneau. The bottom of the page has a dark blue bar with the 'State of Alaska' logo and copyright information for 2016.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

myAlaska Login

Username:

Password:

Sign-In

[Forgot my Username](#)

[Forgot my Password](#)

[New User: Register for a myAlaska Account](#)

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration  
Enterprise Technology Services (ETS)  
Email: [myalaska.help@alaska.gov](mailto:myalaska.help@alaska.gov)  
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time  
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || © 2016

Proceed to select a username, password (must be between 6 and 50 characters), security question, and provide your email address. After reading the User Agreement, check the “I accept the User Agreement” box and click on the “Start Registration” button

## NEW ACCOUNT

If you have previously registered for a myAlaska account please refrain from creating a new account. Many applications require use of the same myAlaska account. If you have forgotten your user name or password use the following links to recover them:

[Forgot my Username](#)

[Forgot my Password](#)

To register for an account with myAlaska, fill in the new account information required below. You must have a valid email address. Next, read the user agreement. If you accept the agreement (required to use myAlaska), click on the **I accept the User Agreement** box. Then click on the **Start Registration** button.

The screenshot shows the 'NEW ACCOUNT' registration page. It contains several input fields: Username, Password, Verify Password, Secret Question (a dropdown menu), Answer, Email Address, and Verify Email Address. Each field has a small blue help icon to its right. A large red arrow points from the Password field towards the Username field. Below the input fields is the 'User Agreement' section, which includes a scrollable text area containing the agreement text. Below the text area is a checkbox labeled 'I accept the User Agreement'. A red arrow points to this checkbox. At the bottom of the form is a 'Start Registration' button. A red arrow points to this button.

Username:

Password:

Verify Password:

Secret Question: - Select -

Answer:

Email Address:

Verify Email Address:

**User Agreement**

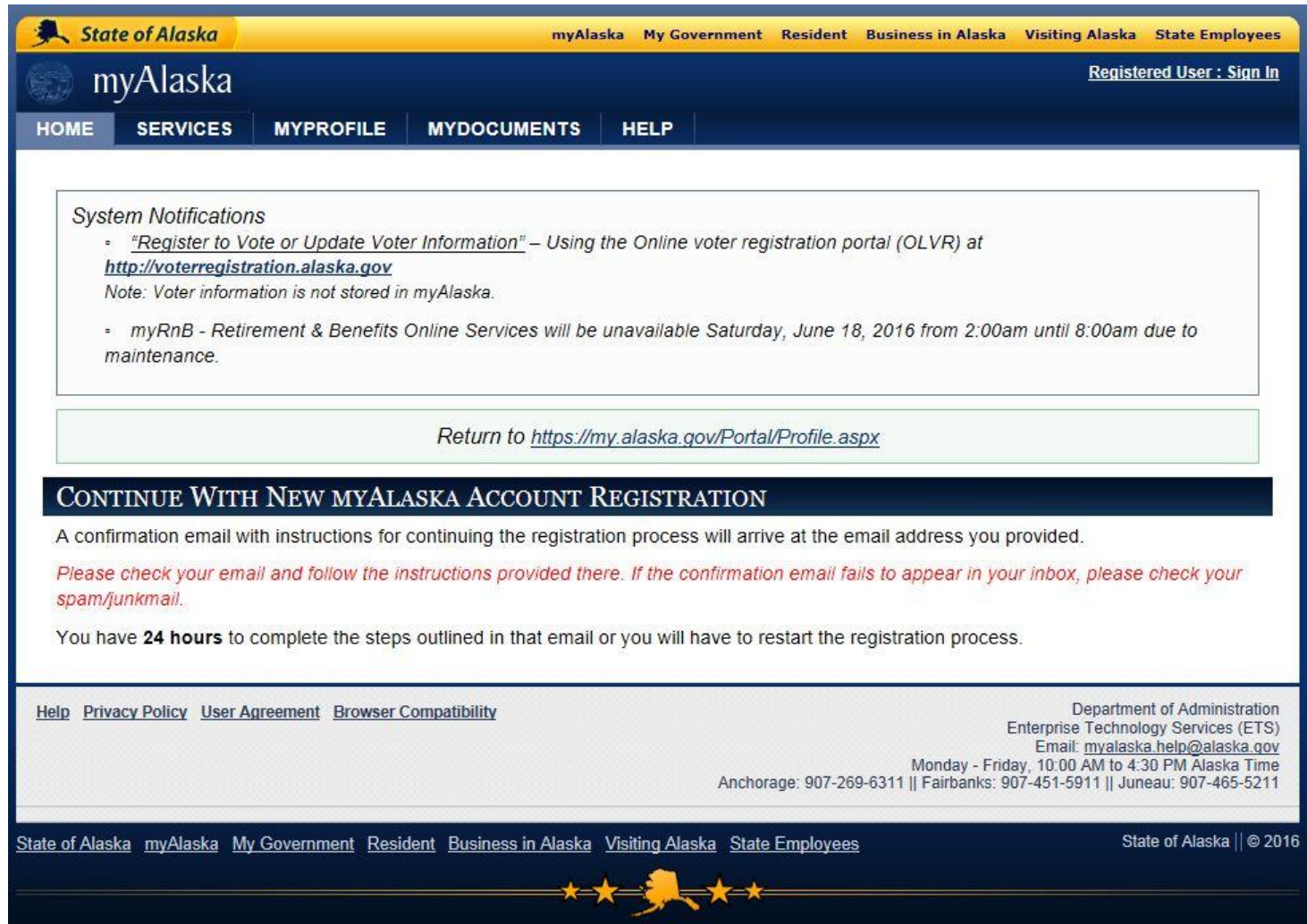
AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions.

☐ I accept the User Agreement



The window shown below will appear. You will receive an email with instructions for continuing the registration process using the email address that you previously provided.



The screenshot shows the myAlaska website interface. At the top, there is a yellow header with the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is a dark blue header with the myAlaska logo and a 'Registered User : Sign In' link. A navigation bar contains links for HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. The main content area features a 'System Notifications' box with two items: a link to 'Register to Vote or Update Voter Information' at http://voterregistration.alaska.gov, and a note about myRnB services being unavailable on June 18, 2016. Below this is a green box with a link to return to the user profile. A dark blue banner reads 'CONTINUE WITH NEW MYALASKA ACCOUNT REGISTRATION'. The text below explains that a confirmation email will be sent and provides instructions to check the email or restart the process if the email is not received. The footer includes links for Help, Privacy Policy, User Agreement, and Browser Compatibility, along with contact information for the Department of Administration Enterprise Technology Services (ETS), including an email address and phone numbers for Anchorage, Fairbanks, and Juneau. The bottom of the page features a dark blue footer with navigation links and the State of Alaska logo.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Registered User : Sign In

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

**System Notifications**

- "Register to Vote or Update Voter Information" – Using the Online voter registration portal (OLVR) at <http://voterregistration.alaska.gov>  
Note: Voter information is not stored in myAlaska.
- myRnB - Retirement & Benefits Online Services will be unavailable Saturday, June 18, 2016 from 2:00am until 8:00am due to maintenance.

Return to <https://my.alaska.gov/Portal/Profile.aspx>

**CONTINUE WITH NEW MYALASKA ACCOUNT REGISTRATION**

A confirmation email with instructions for continuing the registration process will arrive at the email address you provided.

*Please check your email and follow the instructions provided there. If the confirmation email fails to appear in your inbox, please check your spam/junkmail.*

You have **24 hours** to complete the steps outlined in that email or you will have to restart the registration process.

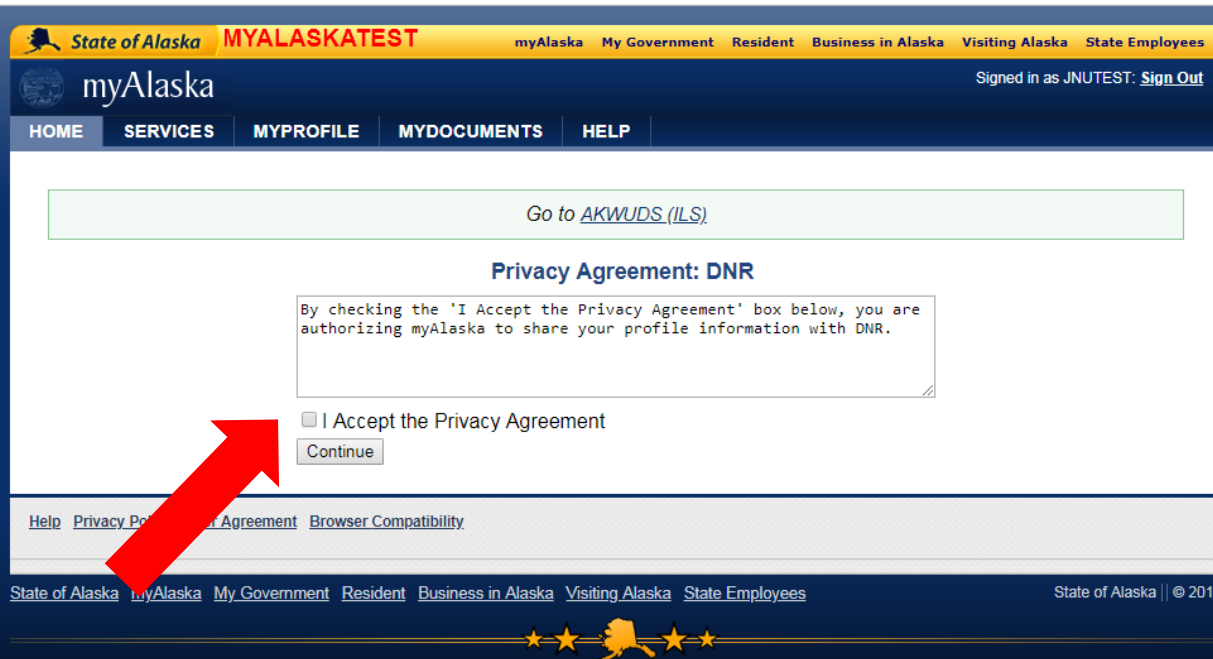
[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration  
Enterprise Technology Services (ETS)  
Email: [myalaska.help@alaska.gov](mailto:myalaska.help@alaska.gov)  
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time  
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || © 2016

After logging in to myAlaska and AKWUDS you will be asked to agree to share your myAlaska profile data with DNR.



The screenshot shows the myAlaska website interface. At the top, there is a yellow banner with the State of Alaska logo and the text "MYALASKATEST". Below this, a dark blue navigation bar contains the "myAlaska" logo and the text "Signed in as JNUTEST: [Sign Out](#)". A secondary navigation bar includes links for "HOME", "SERVICES", "MYPROFILE", "MYDOCUMENTS", and "HELP".

The main content area features a green box with the text "Go to [AKWUDS \(ILS\)](#)". Below this is a section titled "Privacy Agreement: DNR". Inside this section, a text box states: "By checking the 'I Accept the Privacy Agreement' box below, you are authorizing myAlaska to share your profile information with DNR." Below the text box is a checkbox labeled "I Accept the Privacy Agreement" and a "Continue" button. A large red arrow points to the checkbox.

At the bottom of the page, there is a footer with links for "Help", "Privacy Policy", "Privacy Agreement", and "Browser Compatibility". The footer also includes the text "State of Alaska | © 2019" and a decorative graphic of the state of Alaska with stars.

# **Component 2:**

## **instructions for online reporting of water use data**



To access AKWUDS, click on the “Click Here to Login using My Alaska” button shown below (red arrow)

The screenshot shows the Alaska Department of Natural Resources website. The header includes the state logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The main header features the Alaska Department of Natural Resources logo and a search bar. Below the header, a breadcrumb trail reads: SOA / DNR / Mining, Land, and Water / AKWUDS Home. The main content area is titled "Alaska Water Use Data System (AKWUDS)" and contains a welcome message. A "Welcome" section contains two buttons: "Click Here to Enter the AKWUDS Administration Page" and "Click Here to Login using My Alaska". A red arrow points to the "Click Here to Login using My Alaska" button. Below the buttons is a link to "Download the AKWUDS data" with a download icon. A disclaimer is present at the bottom of the main content area. The footer includes links to User Guide, Privacy, Copyright, System Status, and Webmaster, along with contact information for the Department of Natural Resources.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Natural Resources

Search

Department Of Natural Resources State of Alaska

SOA / DNR / Mining, Land, and Water / AKWUDS Home / User: | logout

## Alaska Water Use Data System (AKWUDS)

Welcome to the Alaska Water Use Data System! Alaska Statute 41.08.017 directs the Alaska Hydrologic Survey (AHS) to the systematic collection, recording, evaluation and distribution of data on the quantity, location, and quality of water in the subsurface, surface, and along the coasts. AKWUDS allows water right/authorization holders to submit monthly water use data online and to download data entered into AKWUDS. Please contact the AHS via phone at (907) 269-8646 or via email at [dnr.water.reports@alaska.gov](mailto:dnr.water.reports@alaska.gov) should you have questions.

**Welcome**

[Click Here to Enter the AKWUDS Administration Page](#)

[Click Here to Login using My Alaska](#)

[Download the AKWUDS data](#)

**Disclaimer:** This page is provided as a public service by the Alaska Division of Mining, Land and Water. The Division makes NO representation regarding completeness or accuracy of the data in the database or data extraction procedures provided. Data are provisional. The user assumes total responsibility for verification.

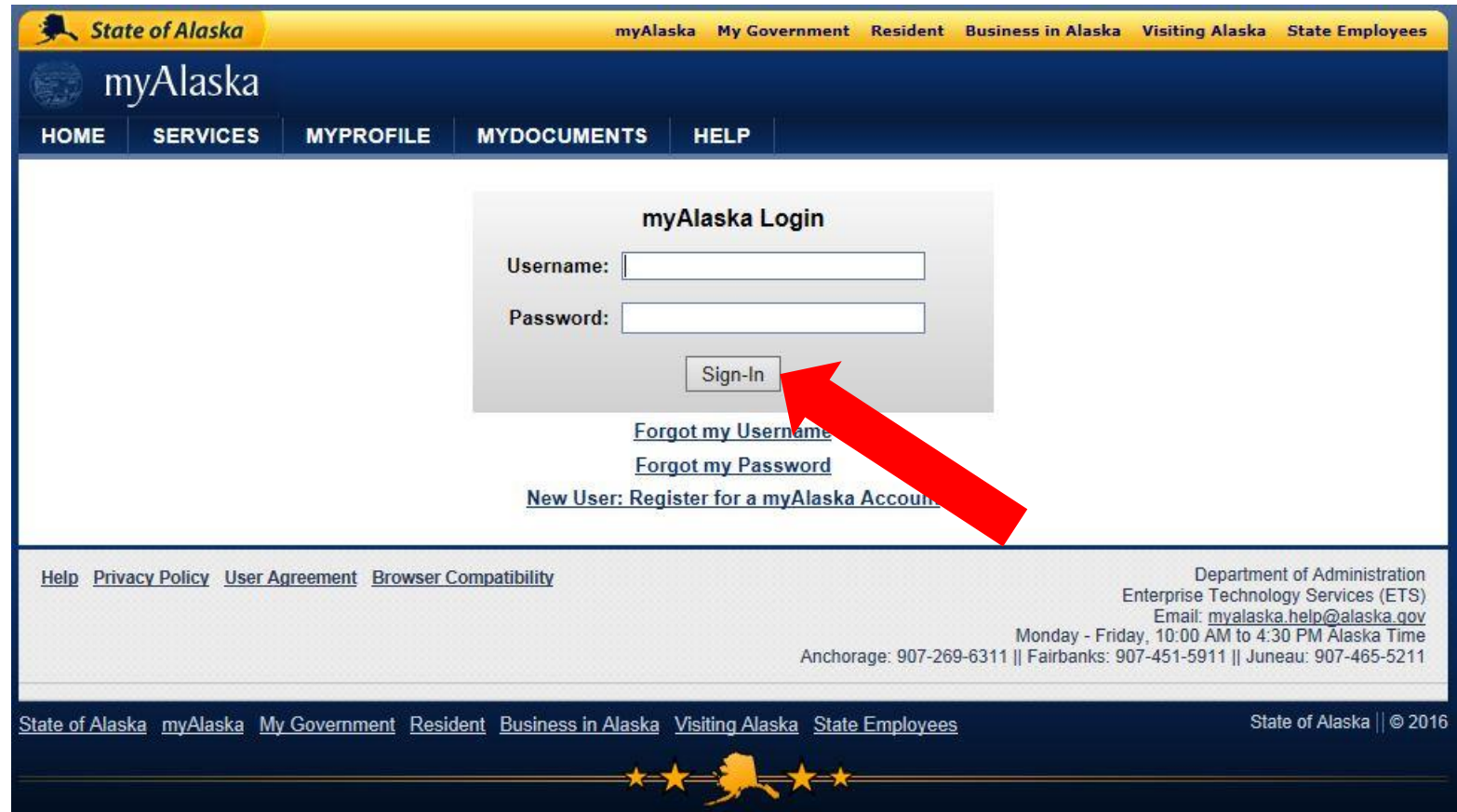
[User Guide](#) [Privacy](#) [Copyright](#) [System Status](#) [Webmaster](#)

Department of Natural Resources  
550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || ©2015 || [Webmaster](#)

Enter your myAlaska username and password and click on the “Sign-In” button



The screenshot shows the myAlaska login interface. At the top, there is a yellow header with the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is a dark blue navigation bar with the myAlaska logo and links: HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. The main content area features a light gray box titled "myAlaska Login" containing a Username field, a Password field, and a Sign-In button. A large red arrow points to the Sign-In button. Below the login box are links for "Forgot my Username", "Forgot my Password", and "New User: Register for a myAlaska Account". The footer includes links for Help, Privacy Policy, User Agreement, and Browser Compatibility, along with contact information for the Department of Administration Enterprise Technology Services (ETS), including an email address and phone numbers for Anchorage, Fairbanks, and Juneau. The bottom of the page features a dark blue footer with navigation links and the State of Alaska logo.

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

myAlaska Login

Username:

Password:

Sign-In

[Forgot my Username](#)

[Forgot my Password](#)

[New User: Register for a myAlaska Account](#)

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration  
Enterprise Technology Services (ETS)  
Email: [myalaska.help@alaska.gov](mailto:myalaska.help@alaska.gov)  
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time  
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || © 2016

Select the “Click Here to Enter the Water Use Reporting Application” button shown below

The screenshot shows the Alaska Department of Natural Resources (DNR) website. The header includes the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The main header features the DNR logo and the text "Alaska Department of Natural Resources". A search bar is located on the right. Below the header, a breadcrumb trail reads: SOA / DNR / Mining, Land, and Water / AKWUDS Home. The user is logged in as "test" and can click "logout".


## Alaska Water Use Data System (AKWUDS)

Welcome to the Alaska Water Use Data System! Alaska Statute 41.08.017 directs the Alaska Hydrologic Survey (AHS) to the systematic collection, recording, evaluation and distribution of data on the quantity, location, and quality of water in the subsurface, surface, and along the coasts. AKWUDS allows water right/authorization holders to submit monthly water use data online and to download data entered into AKWUDS. Please contact the AHS via phone at (907) 269-8646 or via email at [dnr.water.reports@alaska.gov](mailto:dnr.water.reports@alaska.gov) should you have questions.

**Welcome MyAlaska user**

[Click Here to Enter the Water Use Reporting Application](#)

[Click Here](#) To view the AKWUDS user guide.

Download the AKWUDS data 

**Disclaimer:** This page is provided as a public service by the Alaska Division of Mining, Land and Water. The Division makes NO representation regarding completeness or accuracy of the data in the database or data extraction procedures provided. Data are provisional. The user assumes total responsibility for verification.

[User Guide](#) [Privacy](#) [Copyright](#) [System Status](#) [Webmaster](#)

Department of Natural Resources  
550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411

[State of Alaska](#) [myAlaska](#) [My Government](#) [Resident](#) [Business in Alaska](#) [Visiting Alaska](#) [State Employees](#)

State of Alaska || ©2015 || [Webmaster](#)

The screen below will appear. You may search by the customer name, or the case file type and number by clicking on the drop-down arrow. Entering the appropriate information and select the “search” button

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Natural Resources

SOA / DNR / Mining, Land, and Water / AKWUDS Home / Water Use Reporting

Welcome,

Logout

Add Water Right/Permit Submit Water Use

Use this search utility to find and apply to add Water Right and Water Permits to your account.

Search By: Customer Name Individual Name Search

Privacy Copyright System Status Webmaster

Department of Natural Resources  
550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || ©2015 || Webmaster

The case file type, number, and customer name will be displayed as shown below. Select the “Add” button

The screenshot shows the Alaska Department of Natural Resources website. The header includes the state logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The main header features the department's name and a search bar. Below the header, a breadcrumb trail reads: SOA / DNR / Mining, Land, and Water / AKWUDS Home / Water Use Reporting.

A welcome message is displayed, followed by a "Logout" link and two buttons: "Add Water Right/Permit" and "Submit Water Use". Below this, a search utility is provided with the instruction: "Use this search utility to find and apply to add Water Right and Water Permits to your account." The search criteria are set to "File Type and Number" with a dropdown menu, and the search results show "TWUA" and "A2016-34". A "Search" button is also present.

The search results are displayed in a table with the following columns: File Type, File Number, Customer Name, Case Abstract, and Status. The table contains one row with the following data: File Type: TWUA, File Number: A2016-34, Customer Name: GRANITE CONSTRUCTION COMPANY, Case Abstract: View, and Status: Available. An "Add" button is located to the right of the "Available" status, and a red arrow points to it.

Below the table, there are "Previous" and "Next" buttons. At the bottom of the page, there is a footer with links for Privacy, Copyright, System Status, and Webmaster, along with contact information for the Department of Natural Resources: 550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557, Phone: 907-269-8400, Fax: 907-269-8901, and TTY: 907-269-8411. The footer also includes the State of Alaska logo and the year 2015.

File Type	File Number	Customer Name	Case Abstract	Status
TWUA	A2016-34	GRANITE CONSTRUCTION COMPANY	<a href="#">View</a>	Available <a href="#">Add</a>



The windows shown below will appear, select the “Add Water Source” button and add a contact email if pertinent. You can enter up to 5 sources for Temporary Water Use Permits and 1 source Water Rights.

## Water Rights

The screenshot shows a web application interface for the State of Alaska. A modal window titled "Add Case File LAS 11547" is open. It contains a "Contact Email" input field, a green "Add Water Source" button, and a table with columns: Source Type, Waterbody Type, Withdrawal Waterbody Name, Water Type, and Intake Points. Below the table are "Submit Information" and "Cancel" buttons. A red arrow points to the "Add Water Source" button. The background shows a search utility with "File Type and Number" selected, and a table with one row: LAS, 11547, ALASKA AIRCRAFT SALES, View, and Add.

## Temporary Water Rights

The screenshot shows a web application interface for the State of Alaska. A modal window titled "Add Case File TWUA A2016-61" is open. It contains a "Contact Email" input field, a green "Add Water Source" button, and a table with columns: Source Type, Waterbody Type, Withdrawal Waterbody Name, Water Type, and Intake Points. Below the table are "Submit Information" and "Cancel" buttons. A red arrow points to the "Add Water Source" button. The background shows a search utility with "File Type and Number" selected, and a table with one row: TWUA, A2016-61, ADOT&PF VALDEZ, View, and Add.

Specify the following for the water use Source Type (Surface or Groundwater), Waterbody Type (Creek, Lake, River, Spring, Well, Ice Chips, Ice Chips + Water, Other), the Withdrawal Waterbody Name, Water Type (Fresh, Brackish, Brine, Seawater). At this point you can click Add Intake Point.

The screenshot shows a web browser window with the URL `test.dnr.alaska.gov/akwuds/controller?view=caseoverview`. The page displays a modal form titled "Add a Water Source for LAS 11547". The form contains the following fields and options:

- Source Type:** A dropdown menu with "Surface" selected.
- Waterbody Type:** A dropdown menu with "Creek" selected.
- Withdrawal Waterbody Name:** An empty text input field.
- Water Type:** A dropdown menu with "Fresh" selected.
- Intake Points:** A green button labeled "Add Intake Point" with a plus icon.
- Intake Name:** A text input field with "Intake Name" as a placeholder.

At the bottom of the modal, there are two buttons: "Add Source" (blue) and "Cancel" (white). A large red arrow points to the "Add Intake Point" button. In the background, a table lists case information for LAS 11547, and the footer includes contact information for the Department of Natural Resources.

File Type	File Number	Customer Name	Case Abstract	Status
LAS	11547	ALASKA AIRCRAFT SALES	View	Available

Department of Natural Resources  
550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411



Enter the Intake Name and either add Location info (Latitude and Longitude in decimal degrees) or use the Use Map Button

bookmarks | Other bookmarks

State of Alaska

Add Case File L

Contact Email

Add a water source fo

➕ Add Water Soun

Source Type

Intake Points

Intake Name

Intake Points

latitude

longitude

Use Map

Add Intake Point

Done

Intake Points

➕ Add Intake Point

Intake Name

Intake Location

Add Source

Cancel

File Type	File Number	Customer Name	Case Abstract	Status
LAS	11547	ALASKA AIRCRAFT SALES	View	Available

Previous Next

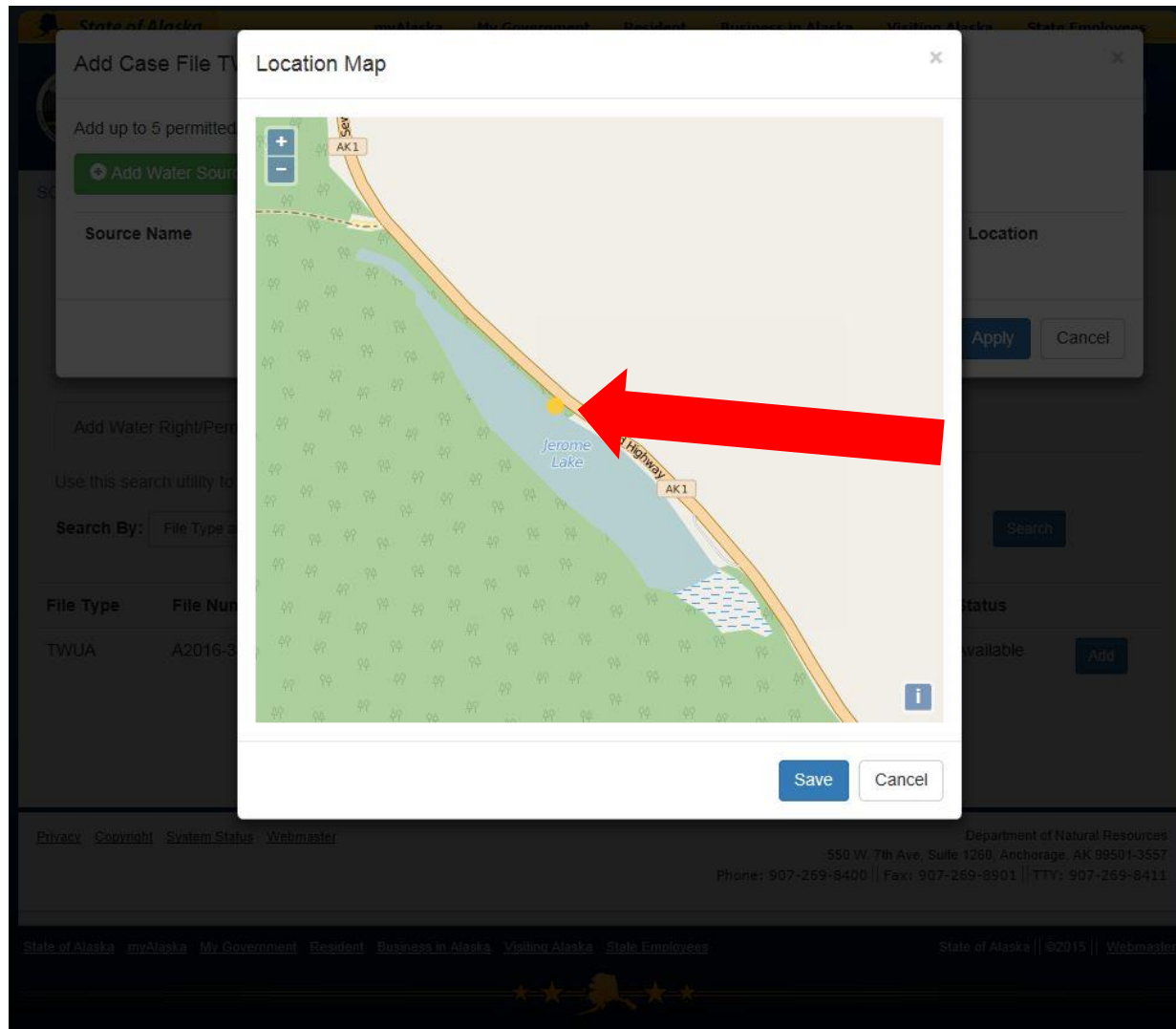
Privacy Copyright System Status Webmaster

Department of Natural Resources  
550 W. 7th Ave, Suite 1280, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411

State of Alaska | myAlaska | My Government | Resident | Business in Alaska | Visiting Alaska | State Employees

State of Alaska || ©2015 || Webmaster

Pan, zoom, and click on the intake/withdrawal location, then select the “Save” button



The coordinate information will automatically populate as shown below, select the “Add Source” button

**Add a Water Source for TWUA A2016-61**

**Source Type** Surface

**Waterbody Type** Creek

**Withdrawal Waterbody Name** Test1

**Water Type** Fresh

**Intake Points** + Add Intake Point

Intake Name	Intake Location
test1	<a href="#">View</a> <a href="#">Delete</a>

[Add Source](#) [Cancel](#)

State of Alaska | myAlaska | My Government | Resident | Business in Alaska | Visiting Alaska | State Employees

Department of Natural Resources  
550 W. 7th Ave., Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8411 || TTY: 907-269-8411

The window shown below will appear, if there are no other water uses to report on, select the “Submit Information” button

← → ↻ 🏠 Not secure | test.dnr.alaska.gov/akwuds/controller?view=caseoverview ☆ 🖨️ 👤 ⋮

🔖 bookmarks | 📁 Other bookmarks

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Add Case File LAS 9584

Contact Email

Add a water source for this Water Right

➕ Add Water Source

Source Type	Waterbody Type	Withdrawal Waterbody Name	Water Type	Intake Point(s)
surface	creek	TEST	fresh	<div>View</div> <div>✖ Delete</div>

Submit Information

Cancel

Search By: File Type and Number ▾

LAS ▾

9584

Search

File Type	File Number	Customer Name	Case Abstract	Status
LAS	9584	ALASKA ADVENTURE SERVICES LLC	View	Available

Previous

Next

[Privacy](#) [Copyright](#) [System Status](#) [Webmaster](#)

Department of Natural Resources  
550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || ©2015 || [Webmaster](#)

★ ★ ★ ★

A message confirming the information was received should appear. The case file and source will be noted as pending approval 24 to 48 hours following submittal.

← → ↻ 🏠

⚠ Not secure | test.dnr.alaska.gov/akwuds/controller?view=caseoverview


☆

🖨 📄 🌐 ⋮

🔖 bookmarks | 🔖 Other bookmarks

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

 Alaska Department of Natural Resources

SOA / DNR / Mining, Land

Search

resources State of Alaska

Success

Application to manage case file LAS 11547 received. You will be able to report water use on these water sources pending approval.

Close

Welcome, JNUTEST

Logout

Add Water Right/Permit

Submit Water Use

Use this search utility to find and apply to add Water Right and Water Permits to your account.

Search By:

File Type and Number

LAS

11547

Search

File Type	File Number	Customer Name	Case Abstract	Status
LAS	11547	ALASKA AIRCRAFT SALES	<a href="#">View</a>	Available <div>Owned By You</div>

Previous

Next

[Privacy](#) [Copyright](#) [System Status](#) [Webmaster](#)


Department of Natural Resources

550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557

Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || ©2015 || [Webmaster](#)



Following approval, water use data can be submitted by logging in using your myAlaska username and password. Select the “Click Here to Enter the Water Use Reporting Application”

The screenshot shows the Alaska Department of Natural Resources website. The header includes the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The main header features the Alaska Department of Natural Resources logo and a search bar. Below the header, a breadcrumb trail reads: SOA / DNR / Mining, Land, and Water / AKWUDS Home. The user is logged in as 'test'. The main content area is titled 'Alaska Water Use Data System (AKWUDS)' and contains a welcome message. A blue button labeled 'Click Here to Enter the Water Use Reporting Application' is highlighted with a red arrow. Other links include 'Click Here To view the AKWUDS user guide.' and 'Download the AKWUDS data'. A disclaimer is provided at the bottom of the main content area. The footer includes links to User Guide, Privacy, Copyright, System Status, and Webmaster, along with contact information for the Department of Natural Resources.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Natural Resources

Department Of Natural Resources State of Alaska

SOA / DNR / [Mining, Land, and Water](#) / AKWUDS Home User: test logout

## Alaska Water Use Data System (AKWUDS)

Welcome to the Alaska Water Use Data System! Alaska Statute 41.08.017 directs the [Alaska Hydrologic Survey \(AHS\)](#) to the systematic collection, recording, evaluation and distribution of data on the quantity, location, and quality of water in the subsurface, surface, and along the coasts. AKWUDS allows water right/authorization holders to submit monthly water use data online and to download data entered into AKWUDS. Please contact the AHS via phone at (907) 269-8646 or via email at [dnr.water.reports@alaska.gov](mailto:dnr.water.reports@alaska.gov) should you have questions.

**Welcome MyAlaska user**

[Click Here to Enter the Water Use Reporting Application](#)

[Click Here To view the AKWUDS user guide.](#)

[Download the AKWUDS data](#)

**Disclaimer:** This page is provided as a public service by the Alaska Division of Mining, Land and Water. The Division makes NO representation regarding completeness or accuracy of the data in the database or data extraction procedures provided. Data are provisional. The user assumes total responsibility for verification.

[User Guide](#) [Privacy](#) [Copyright](#) [System Status](#) [Webmaster](#)

Department of Natural Resources  
550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411


State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || ©2015 || [Webmaster](#)

Enter the customer name, or the case file type and number by clicking on the drop-down arrow. Entering the appropriate information and select the “search” button

State of Alaska

myAlaskaMy GovernmentResidentBusiness in AlaskaVisiting AlaskaState Employees

Alaska Department of  
Natural Resources

Department Of Natural ResourcesState of Alaska

Search

SOA / DNR / Mining, Land, and Water / AKWUDS Home / Water Use Reporting

Welcome,  
[Logout](#)

Add Water Right/Permit

Submit Water Use

Use this search utility to find and apply to add Water Right and Water Permits to your account.

Search By:File Type and Number

TWUA

A2016-44

Search

[Privacy](#)[Copyright](#)[System Status](#)[Webmaster](#)

Department of Natural Resources  
550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411

State of AlaskamyAlaskaMy GovernmentResidentBusiness in AlaskaVisiting AlaskaState Employees

State of Alaska || ©2015 || [Webmaster](#)



A window showing the requested file should appear. Select the “Submit Water Use” tab

The screenshot shows a web browser window with the URL `test.dnr.alaska.gov/akwuds/controller?view=caseoverview`. The page is the Alaska Department of Natural Resources (DNR) website. The header includes the State of Alaska logo and navigation links: [myAlaska](#), [My Government](#), [Resident](#), [Business in Alaska](#), [Visiting Alaska](#), and [State Employees](#). The main header features the DNR logo and the text "Alaska Department of Natural Resources". A search bar is located on the right side of the header. Below the header, a breadcrumb trail reads: [SOA](#) / [DNR](#) / [Mining, Land, and Water](#) / [AKWUDS Home](#) / [Water Use Reporting](#). The main content area displays "Welcome, JNUTEST" and a [Logout](#) link. Below this, there are two tabs: "Add Water Right/Permit" and "Submit Water Use". A large red arrow points to the "Submit Water Use" tab. Below the tabs, a message states: "Use this search utility to find and apply to add Water Right and Water Permits to your account." A search form is provided with the following fields: "Search By:" (with a dropdown menu set to "Customer Name"), "Individual" (with a dropdown menu set to "Individual"), and "Name" (with a text input field). A "Search" button is located to the right of the input fields. At the bottom of the page, there is a footer with links: [Privacy](#), [Copyright](#), [System Status](#), and [Webmaster](#). The footer also includes contact information for the Department of Natural Resources: 550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557; Phone: 907-269-8400; Fax: 907-269-8901; TTY: 907-269-8411. The footer also includes the text "State of Alaska | ©2015 | [Webmaster](#)".

First select the appropriate case file from the “Case Files” drop-down menu, then either select the “View Reported Use” button to report monthly use or “Bulk Upload Usage Data”

bookmarks | Other bookmarks

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Natural Resources

Search Department Of Natural Resources State of Alaska

SOA / DNR / Mining, Land, and Water / AKWUDS Home / Water Use Reporting

Welcome, JNUTEST  
Logout

Add Water Right/Permit Submit Water Use

Report usage for Water Right and Water Permits associated with your account. Bulk Upload Usage Data

Case Files: TWUA A2016-61 View Case Info

Contact Email: Not Set

TEST	View Source Details
TEST	View Intake Location
	View Reported Use

Privacy Copyright System Status Webmaster

Department of Natural Resources  
550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411


State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || ©2015 || Webmaster


If you wish to add data one month at time, select the “Report Use” button

← → ↻ 🏠 ⓘ Not secure | test.dnr.alaska.gov/akwuds/controller?view=caseoverview ☆ 🖨️ 🌐 ⋮

🔖 bookmarks | 🔖 Other bookmarks

 **State of Alaska**

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees



Alaska Department of  
**Natural Resources**

🔍  **Search**

📍 Department Of Natural Resources 📍 State of Alaska

SOA / DNR / Mining, Land, and Water / AKWUDS Home / Water Use Reporting

Welcome, JNUTEST

[Logout](#)

[Add Water Right/Permit](#) [Submit Water Use](#)

Report usage for Water Right and Water Permits associated with your account. [Bulk Upload Usage Data](#)

**Case Files:**  [View Case Info](#)

**Contact Email:** Not Set [✎](#)

TEST [View Source Details](#)

TEST [View Intake Location](#) [Hide Reported Use](#)

Month	Quantity	Unit	Daily Peak Quantity	Daily Quantity Unit	Methodology
<a href="#">➕ Report Use</a>					

[Privacy](#) [Copyright](#) [System Status](#) [Webmaster](#)

Department of Natural Resources  
550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411

revised on 6/24/2016

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || ©2015 || [Webmaster](#)

The window shown below will appear, select the month and year you are reporting water use for and enter the monthly quantities (gallons or cubic feet) from the drop-down menu, and enter the methodology (metered or estimated) from the drop-down menu and click the “Save” button

Report Use for Source: well #1

Reporting Month: June | 2016

Monthly Quantity: | Gallons

Daily Peak Quantity: optional | Gallons

Methodology: Metered

Save Cancel

Case Files: TWUA A2016-44 | View Case Abstract

well #1 | View Details | Hide Reported Use

Month	Quantity	Unit	Daily Peak Quantity	Daily Quantity Unit	Methodology
-------	----------	------	---------------------	---------------------	-------------

Report Use

Privacy Copyright System Status Webmaster

Department of Natural Resources  
550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411

State of Alaska | myAlaska | My Government | Resident | Business in Alaska | Visiting Alaska | State Employees | State of Alaska || ©2015 || Webmaster

You should receive a message that the water use logged successfully as shown below, click the “ok” button

The screenshot displays the Alaska Department of Natural Resources (DNR) web portal. A modal form titled "Report Use for Source: well #1" is open, allowing users to report water usage. The form includes the following fields:

- Reporting Month:** June (selected), 2016 (selected)
- Monthly Quantity:** 1000000000 (text input), Gallons (dropdown menu)
- Daily Peak Quantity:** optional (text input), Gallons (dropdown menu)
- Methodology:** Metered (dropdown menu)

Below the form, a "Message from webpage" dialog box displays a yellow warning icon and the text "Water Use Logged Successfully". An "OK" button is present at the bottom of this message box. The background shows the DNR website interface, including a search bar, navigation links, and a footer with contact information.

# To bulk upload data click “Bulk Upload Usage Data”

The screenshot shows the Alaska Department of Natural Resources (DNR) Water Use Reporting portal. The header includes the state logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The main header displays the Alaska Department of Natural Resources logo and a search bar. The breadcrumb trail reads: SOA / DNR / Mining, Land, and Water / AKWUDS Home / Water Use Reporting.

The user is logged in as JNUTEST. The interface includes a 'Logout' link, a 'Submit Water Use' button, and a 'Bulk Upload Usage Data' button (highlighted by a red arrow). Below these, there is a section for 'Report usage for Water Right and Water Permits associated with your account.' This section contains a 'Case Files' dropdown menu (currently showing 'LAS 11547') and a 'View Case Info' link. To the right, it shows 'Contact Email: Not Set' with an edit icon.

The main content area displays a table with one row for 'TEST'. The table has columns for 'View Source Details', 'View Intake Location', and 'View Reported Use'.

The footer contains links for Privacy, Copyright, System Status, and Webmaster. It also provides contact information for the Department of Natural Resources: 550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557. Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411.

For first time users, click “Template” to download the template.

The screenshot shows the 'Upload Usage' dialog box on the Alaska Department of Natural Resources website. The dialog box contains the following text: 'Click the Browse... button to locate file and then with file selected, click the Upload button. The file must conform to the [template](#) and be in Comma Separated Values (.csv) format.' Below this text are two buttons: 'Choose File' and 'No file chosen'. There is also a checkbox labeled 'Overwrite Existing Water Use' which is currently unchecked. At the bottom right of the dialog box are 'Upload' and 'Cancel' buttons. Two large red arrows are overlaid on the image: one points to the 'Choose File' button, and the other points to the 'template' link in the instructions. The background of the website shows the 'State of Alaska' logo, navigation links, and a section for 'Report usage for Water Right and Water Permits associated with your account'.

State of Alaska

Alaska Department of Natural Resources

SOA / DNR / Min...

Upload Usage

Click the Browse... button to locate file and then with file selected, click the Upload button. The file must conform to the [template](#) and be in Comma Separated Values (.csv) format.

Choose File No file chosen

☐ Overwrite Existing Water Use

Upload Cancel

Add Water Right/Permit Submit Water Use

Report usage for Water Right and Water Permits associated with your account.

Case Files: LAS 11547 View Case Info

Bulk Upload Usage Data

Contact Email: Not Set

TEST View Source Details

TEST View Intake Location View Reported Use

Privacy Copyright System Status Webmaster

Department of Natural Resources  
550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || ©2015 || Webmaster



Setting up a template requires Case File Type and Number (ie LAS 123) , Source and Intake Name, Year and Month, Methodology (Metered or Estimated) , Quantity and Quantity Unit (gallons, cubic feet per second or acre-feet) and optionally Daily Peak Quantity and Units.

FileHomeInsertPage LayoutFormulasDataReviewViewHelpACROBATTell me what you want to doShareComments

Paste

Calibri11A^A^BIBU

Font

Wrap Text

Alignment

General

Number

Conditional FormattingFormat as TableCell Styles

Cells

Editing

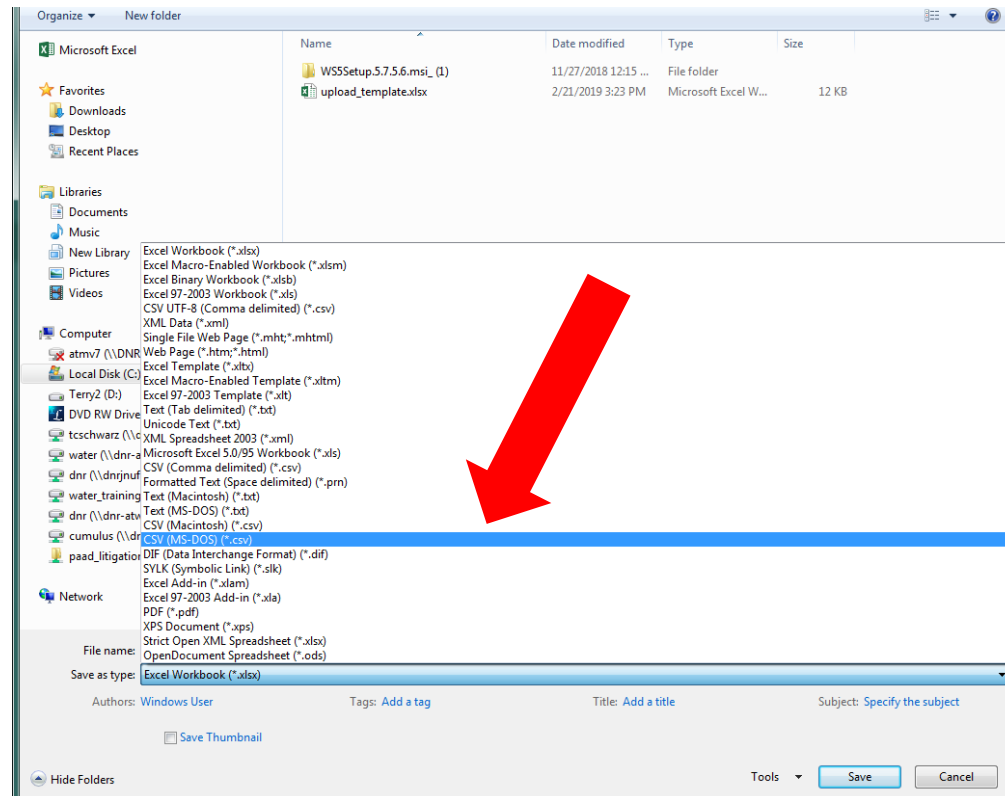
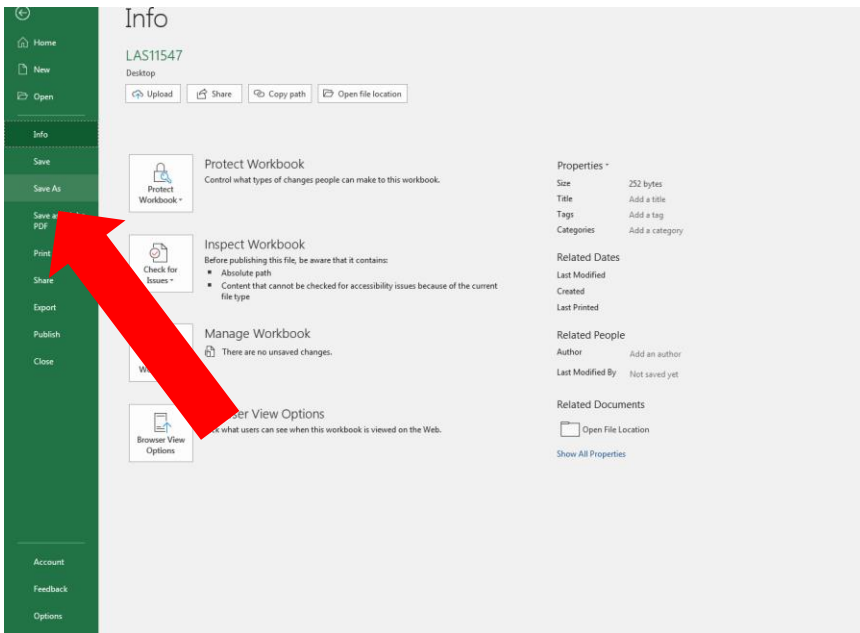
A2

	A	B	C	D	E	F	G	H	I	J	K
1	Case File Type	Case File Number	Source Name	Intake Name	Report Year	Report Month	Methodology	Quantity	Quantity Unit	Daily Peak Quantity	Daily Peak Quantity Unit
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35											
36											

DataDomains

100%

Once the spreadsheet is filled out, save the file using the “save as” button in Excel. Name the file and save it as a **.csv** file.



browse to the .csv file with the “Choose File” button and then click the “Upload” button. At this point you will get an “Upload Results” window will give you a summary of upload errors if any.

The screenshot shows the 'Upload Usage' dialog box on the Alaska Department of Natural Resources website. The dialog box contains the following text: 'Click the Browse... button to locate file and then with file selected, click the Upload button. The file must conform to the [template](#) and be in Comma Separated Values (.csv) format.' Below this text are two buttons: 'Choose File' and 'No file chosen'. There is also a checkbox labeled 'Overwrite Existing Water Use?'. At the bottom of the dialog box are two buttons: 'Upload' and 'Cancel'. A red arrow points from the 'Choose File' button to the 'Upload' button. The background of the website shows the 'State of Alaska' logo, a search bar, and a 'Welcome, JNU' message. There are also links for 'Add Water Right/Permit', 'Submit Water Use', and 'Bulk Upload Usage Data'. A table with columns 'Month', 'Quantity', 'Unit', 'Daily Peak Quantity', 'Daily Quantity Unit', and 'Methodology' is visible at the bottom of the page.

To verify the uploaded data, click “View Reported Use”. If you are satisfied with the reported use, click “Hide Reported Use”

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Natural Resources

SOA / DNR / Mining, Land, and Water / AKWUDS Home / Water Use Reporting

Welcome, JNUTEST

Logout

Add Water Right/Permit Submit Water Use

Report usage for Water Right and Water Permits associated with your account.

Case Files: LAS 11547 View Case Info

Bulk Upload Usage Data

Contact Email: Not Set

TEST View Source Details

TEST View Intake Location View Reported Use

Privacy Copyright System Status Webmaster

Department of Natural Resources  
Sutro Center, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8901 Fax: 907-269-8901 TTY: 907-269-8411

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska | ©2015 | Webmaster

revised on 2/22/2016

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Natural Resources

SOA / DNR / Mining, Land, and Water / AKWUDS Home / Water Use Reporting

Welcome, JNUTEST

Logout

Add Water Right/Permit Submit Water Use

Report usage for Water Right and Water Permits associated with your account.

Case Files: LAS 11547 View Case Info

Bulk Upload Usage Data

Contact Email: Not Set

TEST View Source Details

TEST View Intake Location Hide Reported Use

Month	Quantity	Unit	Daily Peak Quantity	Daily Quantity Unit	Methodology
1/2012	23	gallons			estimated
2/2012	34	gallons			estimated
3/2012	45	gallons			estimated
4/2012	56	gallons			estimated

Report Use

You will be returned to the case file homepage shown below, select “Logout” to exit AKWUDS, or you may select the drop-down menu to enter data for a separate case file

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Natural Resources

Department Of Natural Resources State of Alaska

SOA / DNR / Mining, Land, and Water / AKWUDS Home / Water Use Reporting

Welcome,

[Logout](#)

[Add Water Right/Permit](#) [Submit Water Use](#)

Report usage for Water Right and Water Permits associated with your account.

**Case Files:** TWUA A2016-44  [View Case Abstract](#)

well #1	<a href="#">View Details</a>	<a href="#">View Reported Use</a>
---------	------------------------------	-----------------------------------

[Privacy](#) [Copyright](#) [System Status](#) [Webmaster](#)

Department of Natural Resources  
550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411

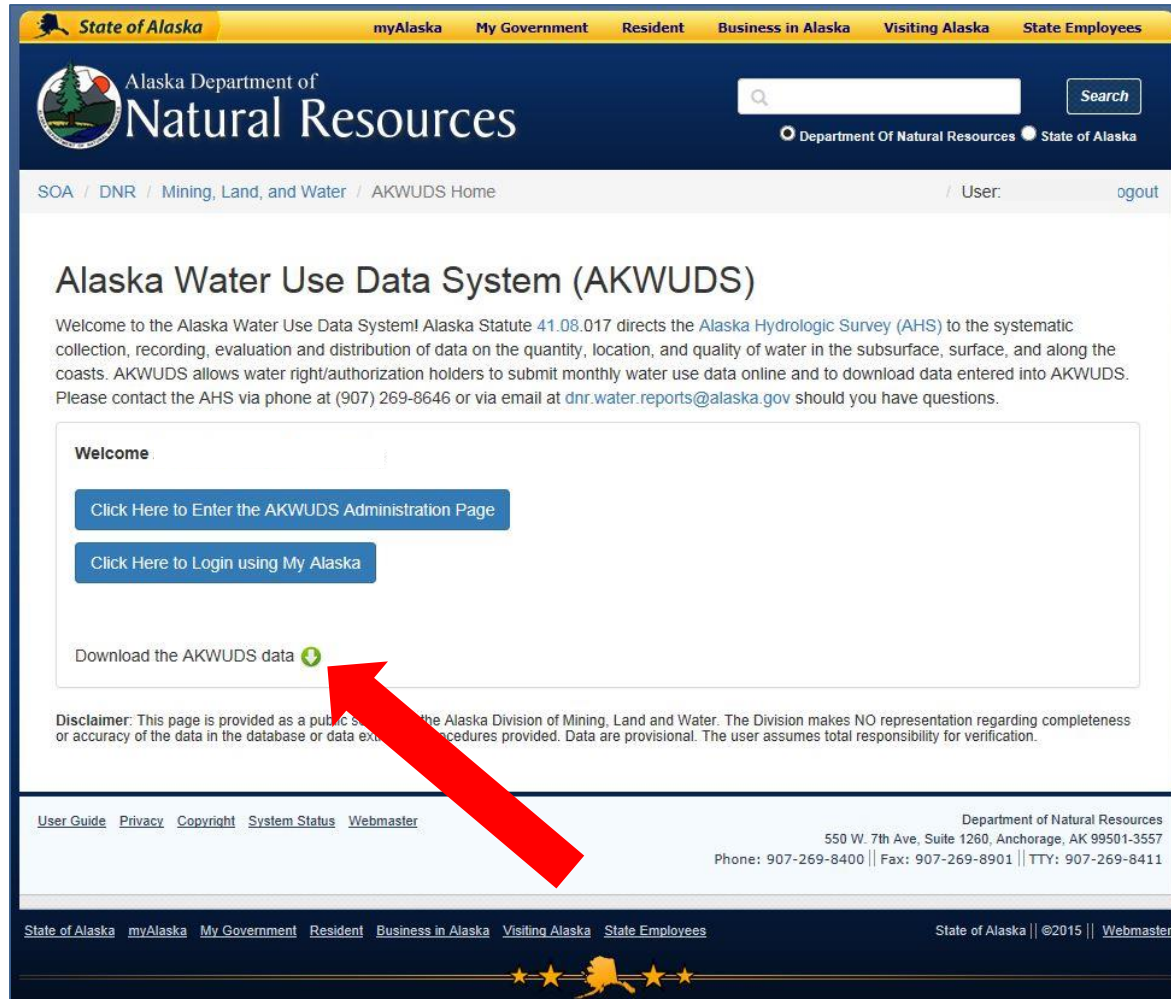
State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || ©2015 || [Webmaster](#)

# **Component 3:**

## **instructions for downloading data from AKWUDS**

Data may be downloaded from AKWUDS by clicking on the download icon 



The screenshot shows the AKWUDS homepage with a navigation bar at the top containing links like 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. The main header features the 'Alaska Department of Natural Resources' logo and a search bar. Below the header, a breadcrumb trail reads 'SOA / DNR / Mining, Land, and Water / AKWUDS Home'. The main heading is 'Alaska Water Use Data System (AKWUDS)', followed by a welcome message and contact information for the Alaska Hydrologic Survey (AHS). A 'Welcome' box contains two buttons: 'Click Here to Enter the AKWUDS Administration Page' and 'Click Here to Login using My Alaska'. Below this box is a link 'Download the AKWUDS data' with a green download icon. A red arrow points to this link. A disclaimer is present below the link. The footer includes a 'User Guide' link, contact information for the Department of Natural Resources, and a copyright notice for 2015.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Natural Resources

Department Of Natural Resources State of Alaska

SOA / DNR / Mining, Land, and Water / AKWUDS Home User: logout


## Alaska Water Use Data System (AKWUDS)

Welcome to the Alaska Water Use Data System! Alaska Statute 41.08.017 directs the Alaska Hydrologic Survey (AHS) to the systematic collection, recording, evaluation and distribution of data on the quantity, location, and quality of water in the subsurface, surface, and along the coasts. AKWUDS allows water right/authorization holders to submit monthly water use data online and to download data entered into AKWUDS. Please contact the AHS via phone at (907) 269-8646 or via email at [dnr.water.reports@alaska.gov](mailto:dnr.water.reports@alaska.gov) should you have questions.

**Welcome**

[Click Here to Enter the AKWUDS Administration Page](#)

[Click Here to Login using My Alaska](#)

[Download the AKWUDS data](#) 

**Disclaimer:** This page is provided as a public service by the Alaska Division of Mining, Land and Water. The Division makes NO representation regarding completeness or accuracy of the data in the database or data extracted from the database. Data are provisional. The user assumes total responsibility for verification.

[User Guide](#) [Privacy](#) [Copyright](#) [System Status](#) [Webmaster](#)

Department of Natural Resources  
550 W. 7th Ave, Suite 1260, Anchorage, AK 99501-3557  
Phone: 907-269-8400 || Fax: 907-269-8901 || TTY: 907-269-8411

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || ©2015 || [Webmaster](#)



# We will be upgrading AKWUDS & welcome your input!

Please let us know of any suggestions you may have for improving water use submittals using AKWUDS by sending your comments to:

[dnr.water.reports@alaska.gov](mailto:dnr.water.reports@alaska.gov)

Lastly, our beta testers tried their best to develop a bug-free product, however a few critters may have escaped us. Please send an email with a screen capture of the error message to: [dnr.water.reports@alaska.gov](mailto:dnr.water.reports@alaska.gov) if you identify any issues so that we may correct the problem.

# Thank you!

